


CF. 314063

# City of Seattle Notice of Appointment

<b>Name:</b> Maiko Winkler-Chin		<input type="checkbox"/> Executive Appointment X Reappointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency	
<b>Residential Neighborhood:</b> Beacon Hill	<b>Zip Code:</b> 98108	<b>Contact Phone No.:</b> 206-838-8242	
<b>Appointed to:</b> Housing Levy Oversight Committee		<b>Date of Appointment:</b> March 18, 2014	
<b>Authority (Ord., Res.):</b> Ordinance 123013		<b>Term of Office:</b> <b>From:</b> Confirmation <b>To:</b> December 31, 2016	
<b>Background:</b>  <p>Maiko Winkler-Chin is the Executive Director of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), whose mission is to preserve, promote and develop the Chinatown International District as a vibrant community and unique ethnic neighborhood. She has almost 20 years' experience in community and economic development including affordable housing management, asset management, real estate development, and finance.</p> <p>Maiko graduated from University of Washington with a Master of Public Administration and from the University of Puget Sound with Bachelors of Arts in International Affairs and Asian Studies. She is co-Chair of the National Coalition of Asian Pacific American Community Development (National CAPACD), and serves on the board of Impact Capital (LISC affiliate) and the Housing Development Consortium of Seattle King County. She serves on advisory committees focused on community development, and on Union Bank's Community Advisory Board.</p>			
<b>Authorizing Signature:</b> 		<b>Name and Title of Officer Making Appointments:</b> Edward B. Murray, Mayor	

FILED  
 CITY OF SEATTLE  
 2014 SEP -9 PM 3:33  
 CITY CLERK

## Maiko K. Winkler-Chin

Community development professional with broad experience in property and asset management, development, and neighborhood revitalization. Proven team player in a leadership or contributing role. Recognized for consistently achieving high levels of productivity; ability to prioritize, problem-solve at micro and macro levels, and learn quickly; and willingness to take on new challenges.

### Work Experience

**Seattle Chinatown Int'l District Preservation & Development Authority, Seattle, WA** 2004 – Present

*Executive Director (2009 to present).* Responsible for the overall direction, day-to-day operations and financial success of the SCIDpda

- Ensure the SCIDpda meets its mission to promote, preserve and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood through its various programs and initiatives.
- Represent the SCIDpda to our partners, organizations, elected officials, government officials and staff, and community leaders and residents. Utilize these relationships to advocate for our community.
- Provide leadership and vision for SCIDpda's pro-active, long term strategic planning. Work with Senior Management on meeting the SCIDpda's Strategic Plan. Ensure the organization's health by identifying and addressing internal and external issues and thoughtfully growing the organization.
- Ensure organizational capacity to carry out the vision, mission and core values of the PDA. Supervise the staff Leadership Team through hiring, coaching, support, training and evaluation. Lead and motivate staff.
- Oversee SCIDpda-sponsored commercial, residential and historical development projects, including feasibility studies, obtaining site control and/or development authority, preparing development and operating proformas, structuring and managing project subsidies and financing.

*Director of Housing and Facilities (2008 to 2009).* Responsible for providing safe, decent, and affordable homes for our residents, and maintaining the diverse properties in SCIDpda's portfolio.

- Oversee the operations of the housing and maintenance divisions. Create division and property budgets, and review and analyze financial reports. Establish and track performance standards, and identify improvements. Work with staff to continually refine systems for greater efficiency and improved communication. Continue in a similar role as the Housing Manager position, but in a less direct management role.
- Select, motivate and train a diverse work group tasked with a wide range of responsibilities to the organization, property owners, residents and tenants, and the greater community. Manage staff to meet budget and organizational goals. Mentor and coach staff in professional development, priority- and goal-setting, and provide constructive criticism when necessary.
- Plan for the long term viability of SCIDpda's physical assets. Create and maintain capital needs assessments, implement capital projects, develop recommendations for long-term sustainability and recapitalization strategies and sources.

*Housing Manager (2004 to 2008).* Hired to provide leadership and stability to the housing division.

- Oversaw day to day operations of 360 units in 7 buildings. Managed building managers and assistants to meet property needs. Created and monitored property budgets, and maximized revenue through initiating HUD contract renewals, and HUD and Seattle Housing Authority Porchlight rent increases. Acted as the resource and internal expert on housing-related issues for housing division and Legacy House.
- Reported to owners, funders and regulatory agencies on operations, compliance, finances, and other issues. Ensured that operations are compliant with various regulatory requirements to include Federal Low Income Housing Tax Credits, HUD Section 8, Seattle Housing Authority Porchlight, City, and State. Trained staff to understand different regulatory requirements. Developed and maintain positive relationships with funders.

- Assisted in the selection, design and implementation of the Yardi software system. Set up the affordable housing module and merged data from previous software system and paper files to new software. Trained staff on daily activities, and worked with accounting to ensure that the system worked properly. Continue to debug system, test operations, and work on system upgrades.

### **Southeast Effective Development (SEED), Seattle WA**

**1997 - 2004**

*Asset Manager (2001 to 2004).* Ensured that SEED's properties served its mission over the long term.

- Analyzed feasibility of commercial, housing, and mixed-use developments by creating development and operating pro formas, identifying funding sources, determining consistency with neighborhood desires. Advised Executive Director on appropriate course of action to ensure projects met organizational goals.
- Managed development projects. Structured and obtained funding, and worked with development team to ensure that projects were completed on schedule and on budget. Managed a phased rehabilitation of an occupied building. Assisted Executive Director in managing a renovation of a rehabilitation center.
- Developed and analyzed performance indicators to ensure property performance. Instructed staff on performance measures, identified performance problems, and identified improvement methods when necessary. Ensured that third-party managed properties met SEED's community and financial goals. Acted as liaison between accounting, property management and senior management to improve communications, understanding and accountability.

*Main Street/Economic Development Coordinator (1997-2000).* Provided economic development and other assistance based on the "Main Street" revitalization approach in neighborhood business districts.

- Advised start-up business owners of technical assistance programs and small business lenders focused on Southeast Seattle. Provided GIS data and researched and obtained other demographic data in assistance with business plan development. Reviewed and edited business plans. Referred potential businesses to property owners with vacant space; maintained data on for-sale and lease properties, and rental rates for comparable properties.
- Marketed and administered a façade improvement program funded through Community Development Block Grant funds. Worked with fund users to troubleshoot and obtain approval through the Landmarks process, obtaining approval and getting projects completed more quickly.
- Worked on visibility programs with Columbia City business owners, which included fundraising and rehabilitating large electrical holiday ornaments; initiating Trick or Treat in the district; creating and updating the business district brochure and monthly "table top" ads.

### **Previous Experience**

*Seattle Housing Authority Intern* – researched improving social service delivery system for garden community residents; assisted in Hope IV planning processes.

*City of Kirkland Personnel Intern* - assisted in coordination of multi-jurisdictional firefighter recruitment; analyzed financial impacts of on-going issues during three union contract renewal processes.

### **Education & Professional Development**

Master of Public Administration, University of Washington Evans School of Public Affairs; Seattle WA  
Bachelor of Arts in International Affairs and Asian Studies, University of Puget Sound; Tacoma WA

Training includes: Nonprofit Housing Management Specialist, completed coursework for Affordable Housing Asset Manager (Consortium of Housing and Asset Management); Housing Development Finance Professional, classes in Economic Development Finance and New Markets Tax Credits (National Development Council); Specialist in Housing Credit Management (National Affordable Housing Management Association), Certified Occupancy Specialist (Affordable Housing Management Association of Washington)

Board Member of Housing Development Consortium, Affordable Housing Mgmt Association of Washington;  
Co-Chair of Seattle Community Development Collaborative

## **Housing Levy Oversight Committee**

Thirteen members: Per Ordinance 123013, all subject to City Council confirmation

- 3 Appointed by Mayor: 2-year term, followed by 3-year terms
- 3 Appointed by Mayor: 3-year terms
- 1 City employee appointed by Mayor: 6 ½-year term
- 2 Appointed by City Council: 2-year term, followed by 3-year terms
- 3 Appointed by City Council: 3-year terms
- 1 City employee appointed by City Council: 6 ½-year term

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	f	1	Leslie Price	09/09/14	12/16			Mayor
		2	vacant					Mayor
		3	vacant					Mayor
1	f	4	Maiko Winkler-Chin	03/18/14	12/16	3		Mayor
6	m	5	Hal Ferris	7/13	6/15	2	Vice Chair	Mayor
6	m	6	Marty Kooistra	7/13	6/15	2		Mayor
		7	vacant					Mayor
6	f	8	Traci Ratzliff	6/10	12/16	1		Council
6	m	9	Ezra Basom	12/12	6/14	1		Council
6	m	10	Jonathan Grant	6/13	6/14	1		Council
6	f	11	Nicole Macri	2/14	6/15	2		Council
1	f	12	Josephine Tamayo Murray	2/14	6/15	3	Chair	Council
		13	vacant					Council

### **\*Diversity**

					(1)	(2)	(3)	(4)	(5)	(6)
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latino	Native-American	Other**	Caucasian
<b>Mayor</b>	2	2		1	1					3
<b>Council</b>	2	3		1	1					4
<b>Total</b>	4	5		2	2					7

*\*\*Other includes diversity in any of the following: race, gender and/or ability*